

Sidewalk Advisory Committee Minutes 11-11-13

In attendance:

Lori Conlan, Allison Pearce, John Mulligan, Kathy Hedge, Dick Pratt, Dave Almy

Ex Officio: Peter Benjamin, Hans Wagner, Gene Swearingen

Observers: Barbara Jackson, Chau Nguyen, Nhan Nguyen, Charlie Snyder, Michael Luckenhouse, one more (please advise to who you were)

Meeting called to order at 6:33PM

Introductions and why are you here?

KH: Had a role in writing the "Safe Routes to School" Grant.

DP: Transportation engineer/planner with a recent focus on pedestrian and bicycle facilities

AP: advocate for the sidewalks wanting to be part of the overall process

DA: architect by training and long standing Garrett Park resident

JM: wants to make sure that all stakeholder needs are met and that there is an understanding of the problem needing fixed

LC: to keep the process moving and to help build consensus

PB mentioned that three of the committee members have property on the grant route: LC on Clermont Ave, DA on Kenilworth and JM on Oxford.

PB gave background on the project and what this committee is to do:

The grant has been written to provide safe routes to schools for our kids. That means new sidewalks on Oxford and Kenilworth and a replacement of the sidewalk on Clermont.

This committee has been tasked with making sure that the priorities and values of the town residents are being met at every step of the process, from engineering to construction. Initially, the group will help define the parameters that will make the engineering company successful in their bid. This means prioritizing items such as working with a historic district, understanding tree/landscape preservation, and other priorities to be determined by this committee. PB mentioned that GS is meeting with all town residents with property on the routes to get info on their desires/concerns and to give info on the status of the project to residents. AP asked if GS will be sharing his resident interviews with this committee, and GS said yes.

The committee then discussed what should residents do if they have concerns about the project, right now they will be able to talk to the committee or to GS.

AP asked if what would be best if we had a priorities document, similar to what was created for the needs of the nursery school. This was confirmed, and will be the first priority of the committee.

Committee asked for clarification of the project. PB mentioned that communication with the State Highway Administration (SHA) has been difficult due to turnover in their departments. What is known is that we have some grant restrictions (staying within the original scope of the project). We have an MOU with the SHA, and a list of agencies that we must deal with. GS is to share these items with the committee.

DP asked if the committee decides that the project is not going to suit the town's needs can we forfeit the grant? PB confirmed that part of this committee's work is to do just that, tell the town if the project will make residents miserable.

KH asked for more clarification of the tasks assigned to the committee, she noted that we likely have two processes, items with the town and the SHA (ensuring we get info to the town for project deadline to the SHA), and also a process to the residents to gather feedback at various points in the project (after design needs, after initial design, and perhaps during construction)

GS, PB, and HW then left for the Town Council meeting

The committee then discussed how this group would work: We will not have subcommittees at the moment. The tasks are too nebulous and also we have a small group. Individuals may have specific tasks and we may have ad hoc committees in the future.

We again discussed how this committee wanted to interact with town residents. We do not want to confuse residents currently talking with GS but we do want to insure town people that we are open to hearing their opinions.

- . We would like to have a better understanding of the questions that GS is asking, ensuring that the questions are consistent for all residents. We would like access to the data.
- . When talking with residents we will be clear that they will also be talking to GS, either before or after communicating with a committee member.
- . We will set up an email address for this committee that the entire group will have access to
- . We will draft a note to residents about the committee, with how to connect with committee members
- . this will list the general email address
- . we discussed if we would announce in that note our personal contact info, and we decided not to publish our personal contact since it is readily available
- . residents will be notified that any communication with committee members will be shared amongst the committee

We then discussed possible priorities to add to the list. DP shared a list based on his expertise. AP asked if the project would be available to move driveways (such as moving a driveway from the sidewalk route to a side street). JM asked if the SOW could include other safety issues such as improving the safety of traffic flow with special intersection curb placement designs. DA asked how we would manage alternatives for residents who have more challenging projects. KH reminded the committee that all possibilities can come onto the table but we must remember what the purpose of the grant is.

The committee then set a list of goals for the next month:

- . create an email address for the committee -LC task item
- . draft a note to town residents to share by email/bugle/note in PO. This has to be done this week to make it into the Bugle. -LC task item to share with committee for approval
- . Get MOU and list of agencies and any other documents from GS -GS task item
- . have GS provide more information on the questions and the process of his resident interviews. –AP task item working with GS
- . each committee member will draft their own list of priorities for the project. This is due to LC by Dec 1. She will compile the lists. –All committee task item

Next meeting is Dec 2 at 7:30 PM in the Town Offices.

Meeting adjourned at 8:19 PM.